



# Mayor's Neighborhood Arts & Heritage Grant 2011 Application Guidelines

Administered by:



The City of Bridgeport, Office of Mayor Bill Finch, is pleased to announce the Mayor's Neighborhood Arts & Heritage Grant Program. Mayor's Neighborhood Arts & Heritage Grants support creative arts and heritage projects and programs of individual artists and arts-, cultural-, heritage- and history-based organizations throughout the City of Bridgeport, CT and is administered by the Bridgeport Arts + Cultural Council. The purpose of this program is to enrich the quality of life in the City by funding arts and heritage projects and programs. Underserved individuals and organizations are strongly encouraged to apply. This is a highly competitive grant program and funding is limited. Individuals and organizations may apply for not more than one (1) grant each year. Amount of grants: up to \$250 (individuals) and \$500-\$1,000 (organizations). Grants for organizations shall not exceed 50% of the budget for associated project or program.

## IMPORTANT DATES

Spring, 2011		Fall, 2011	
<b>March 1</b>	<b>Commence</b> spring grant funding round. Forms available to public.	<b>August 30</b>	<b>Commence</b> fall grant funding round. Forms available to public.
<b>April 14</b>	<b>Application</b> due. Submit one (1) original completed application form and support materials and seven (7) copies. Submit application materials by 3:00 PM.	<b>September 29</b>	<b>Application</b> due. Submit one (1) original completed application form and support materials and seven (7) copies. Submit application materials by 3:00 PM.
		<b>October 4</b>	Application <b>screening</b> . Incomplete applications will not be reviewed by Selection Committee.
		<b>October 12</b>	<b>Selection Committee</b> meeting.
		<b>October 19</b>	BACC Board <b>ratification</b> of Selection Committee results.
<b>April 28</b>	<b>Notification of Grant Awards.</b>	<b>TBD</b>	<b>Mayor's Announcement</b> of award recipients at the BACC Office.

Note: Due dates are delivery due dates, not postmark deadlines. All materials shall be received in the BACC Office no later than 3:00 PM on the date specified. Materials received after the posted due dates/times will not be accepted. BACC office hours are generally Tuesday-Thursday, 11am-3pm.

## ELIGIBILITY REQUIREMENTS

Individual artists, artisans, craft makers and musicians residing or creating works within the City of Bridgeport may apply for a grant up to \$250. Said grant shall be awarded as reimbursement for the purchase of up to \$250 in artistic supplies and/or materials. Organizations with an evidenced visual and/or performing arts or heritage mission and non-profit educational, faith-based or social service organizations offering arts and/or heritage programming may apply for a grant ranging from \$500 to \$1,000. Applicant organizations shall:

- Be located and operated within the City of Bridgeport;
- Apply for a project/program occurring within the City of Bridgeport;

- Have and maintain tax exempt status (e.g. §501(c)(3)) or utilize such an exempt fiscal agent to apply;
- Not request funding for fundraising events;
- Not request funding for general operating support or capital improvements and/or equipment;
- Not request funding in excess of 50% of the entire project/program budget; and
- Not request funding in excess of \$1,000.

Eligible individuals and organizations may apply for not more than one grant per funding round (spring and autumn). Individuals and organizations awarded grant funding during a round of grants are discouraged from applying for grant funding again in the next round. As such, individuals and organizations not awarded grant funding during a prior round of grants will receive review priority in the current round over those which did. In order to be considered, applicants shall:

- Adhere to the proper format outlined below;
- Submit all required attachments;
- Submit Application no later than 3:00 PM on advertised dates; AND
- Reside, create or operate within the City of Bridgeport.

Applications failing to comply with any of the above requirements will not be considered.

## **REVIEW CRITERIA**

All eligible applications will be reviewed by a volunteer review panel comprised of Bridgeport artists, community leaders and administrators. The following review criteria will be considered by the panel when evaluating applications:

- Project/program's potential to serve a range of constituents in Bridgeport;
- Project/program's potential to enrich lives through arts & heritage;
- Community support for project/program;
- Perceived quality and creativity of the project/program;
- Qualifications of project/program manager; AND
- Clarity and feasibility of project/program budget, timeline and evaluation plan.

Once the panel has completed its independent review of all eligible applications, it makes its recommendations to the Bridgeport Arts + Cultural Council's Board of Directors for final ratification. Applicants may be requested to participate in an interview with the Council's Grants Committee staff prior to the gathering of the volunteer review panel. Grant award recipients will be announced by Mayor Bill Finch at the BACC.

## **GRANT CONDITIONS**

Grantee shall acknowledge the support of the Mayor's Office and the Bridgeport Arts + Cultural Council in all promotional materials related to the project/program (e.g. digital and physical brochures, flyers, posters, programs, etc.) with the provided BACC Mayor's Neighborhood Arts + Heritage Grant logo and use of the phrase: *"Supported, in part, by the Bridgeport Arts + Cultural Council."*

Grantee shall receive 90% of the grant award upon execution of the contract. The remaining 10% shall be released upon receipt of the Final Report completed after the event has transpired. The Final Report is due within forty-five (45) days after the date of the event.

## APPLICATION PROCESS

All application materials are available online at [www.BridgeportArts.org](http://www.BridgeportArts.org) and [www.bridgeportct.gov](http://www.bridgeportct.gov). If you cannot access the materials online, hard-copies are available at the BACC Office at the Arcade. Office hours are generally 11 AM to 3 PM, Tuesday – Thursday. Applications are due in the BACC Office no later than **Thursday, September 29, 2011 at 3:00 PM**. This is a delivery due date, not a postmark date. Applications received after the due date/time will not be accepted. A complete application submission consists of one (1) original and seven (7) hard copies of the application and applicable Attachments. Application submissions, including the application form and all attachments shall be:

- Filled out completely
- Typed or clearly readable
- Printed on 8.5" x 11" paper (emailed applications will not be accepted)
- Collated (use colored paper to separate each of the seven copies)
- Not be stapled, bound, or have plastic covers (use rubber bands, binder clips and/or paper clips)
- Clearly marked "Original" or "Copy"

Incomplete application submissions or those that do not adhere to these submission guidelines may be returned. Applications received after **Thursday, September 29, 2011 at 3:00PM** will not be accepted.

Delivery/Mail address:

Grants Administrator  
Bridgeport Arts + Cultural Council  
At the Arcade  
1001-12 Main St.  
Bridgeport, CT 06604

Email address:

[mbfrisch@bridgeportarts.org](mailto:mbfrisch@bridgeportarts.org)

## CONTACT PERSONS

Direct questions regarding the Mayor's Neighborhood Arts & Heritage Grant Program and the application process to Marianne Brunson Frisch, BACC Executive Director at (203) 522-4154 or [mbfrisch@bridgeportarts.org](mailto:mbfrisch@bridgeportarts.org).



# Mayor's Neighborhood Arts & Heritage Grant 2011 Application Form - Individual

Administered by:



Please read the Mayor's Neighborhood Arts & Heritage Grant Program Guidelines for instructions on how to complete and format this Application form. The Guidelines are available online at [www.BridgeportArts.org](http://www.BridgeportArts.org) and [www.bridgeportct.gov](http://www.bridgeportct.gov). Completely fill out and remit to the BACC Office at the Arcade no later than the date/time indicated in the Guidelines.

## APPLICANT INFORMATION

Name (organization or individual)
Email Address
Mailing Address
Phone Number
Website
Facebook Profile

## PROJECT/PROGRAM INFORMATION

Project/Program Title	
Date of Project/Program	
Location(s) of Project/Program	
Arts	Heritage
Grant Funding Amount Requested (\$)	
Total Project/Program Budget	

Application submissions, including the application form and all attachments shall be:

- Filled out completely
- Typed or clearly readable
- Printed on 8.5" x 11" paper (emailed applications will not be accepted)
- Not be stapled, bound, or have plastic covers (use rubber bands, binder clips and/or paper clips)
- Clearly marked "Original" (1) or "Copy" (7)

Incomplete application submissions or those that do not adhere to these submission guidelines may be returned. Applications received after the due date will not be accepted.

## CONTACT PERSONS

Direct questions regarding the Mayor's Neighborhood Arts & Heritage Grant Program and the application process to Marianne Brunson Frisch, BACC Executive Director at (203) 522-4154 or [mbfrisch@BridgeportArts.org](mailto:mbfrisch@BridgeportArts.org).

## CERTIFICATION

I, \_\_\_\_\_(please print), have read and understand the 2011 Mayor's Neighborhood Arts & Heritage Grant Program Guidelines. All information provided in this Application is complete and correct.

Signature

Date



# Mayor's Neighborhood Arts & Heritage Grant 2011 Final Report

Administered by:



This Final Report is due within 45 days from the end of the funded project/program. Upon receipt of the Final Report, the remaining ten percent (10%) of grant award will be released.

Applicant		Project/Program	
Name (organization or individual)		Name of Project/Program	
Contact Person		Start Date	End Date
Contact Phone Number		Grant Year	Spring/Fall
Contact Email Address		Grant Amount (\$)	Balance Due (10%)

## PROJECT SUMMARY

Describe accomplishments and challenges of the event. Additional pages may be attached.

## ATTENDANCE

Projected Attendance	Actual Attendance
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## PROJECT/PROGRAM DOCUMENTATION

Provide any relevant documentation of project (e.g. digital and physical brochures, flyers, posters, programs, etc.) where the provided BACC Mayor's Neighborhood Arts & Heritage Grant logo and/or the phrase: *"Supported, in part, by the Bridgeport Arts + Cultural Council"* has been utilized.

## CERTIFICATION

I, \_\_\_\_\_ (please print), certify that the information provided in the Final Report is true and accurate to the best of my knowledge. I also understand that willfully providing incorrect or misleading information, or failure to submit the Final Report within 45 days from the date of the project/program, will result in forfeiture of the remaining ten percent (10%) of our grant award and disqualification for future funding from the Bridgeport Arts & Cultural Council.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Individual

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Fiscal Agent

Return the Final Report to the BACC:

Grants Administrator  
Bridgeport Arts + Cultural Council  
At the Arcade  
1001-12 Main St.  
Bridgeport, CT 06604

Direct questions regarding the Final Report to:

Marianne Brunson Frisch  
(203) 522-4154  
[mbfrisch@bridgeportarts.org](mailto:mbfrisch@bridgeportarts.org)